

Scope of Work & Final Report Guidelines

SCOPE OF WORK

Language to Include

- Overall project description narrative of 100 words or less.
- Start/End dates of work.
- List of all primary contacts and their contact information (email, phone, address). This should include the principle investigator and any other key staff.
- List of all subcontractors and consultants (name, role, contact info).
- Regular status reports will be submitted according to OWET format and schedule.
 - Reporting periods and due dates will be determined by OWET program manager – these specifics should be included in the scope of work.
- If the project is leveraging other funds include the amount in the project budget or budget narrative. If amount is unknown at the time, incorporate language that the amount leveraged will be reported to OWET in a status report as soon as it is determined.
- Outreach projects must include the following as deliverable:
 - List of all stakeholders engaged and their contact information (name, phone, email).
 - Electronic copies of all outreach materials developed.
- If a final report is a deliverable the following should be incorporated into your scope of work language (refer to example below):
 - Required components of the report (i.e. specific attachments or data).
 - Timeline with due dates reflective of draft and final version submissions.
 - Be advised that OWET policy requires 30 days for internal review upon receipt of a final report draft. OWET will then provide comments, if any, and the principle investigator will be asked to submit a final version within two weeks of receipt of OWET review comments.

Example:

Final report will be submitted to OWET according to OWET format guidelines and the following components and time line:

- *Draft of final report will be submitted to OWET for review by June 1, 2011*
- *Final version of the report will be due to OWET by July 15, 2011*
- *Executive summary highlighting OWET funded portion of the project*
- *Description of activities and progress:*
 - Dates and summary of meetings attended*
 - Description of data sets*
 - Recommendations for outreach*
- *Attachments will include:*
 - Two sets of updated outreach materials*
 - List of all stakeholders engaged with name, email, and phone number*

Attachments to Include

- Detailed budget and invoicing schedule
- Sole Source Justification – if applicable (template provided)

Format Standards

- Must be a Microsoft Office Word document.
- First section should have all the basic information such as overall description narrative, primary contacts, start/end dates, and total budget amount.
- Organize scope by listing the primary tasks, with activities, and deliverables for each task.

Example:

Task 1 – Hold Three Stakeholder Workshops

Activities

- *Identify stakeholders and outreach strategy*
- *Develop schedule and specific objectives for each workshop*
- *Develop workshop presentation and hand out materials*
- *Set dates, locations, and public announcement strategy*

Deliverables

- *Electronic versions of all meeting materials for OWET*
- *Copies of all stakeholder communications to OWET (newsletters)*
- *List of all stakeholders engaged including name, phone, and email – attached to final report*

- Include a comprehensive summary of all deliverables (for all tasks) at the end of the scope of work.

FINAL REPORTS

- Submit draft as a Microsoft Office Word document.
- File size of final version should not exceed 15 MB.
- Use OWET cover page (template provided).
- Draft is due to OWET 45 days prior to contract completion.
- Must be in a professional format suitable for publication online.
- Include the following:
 - Executive Summary and/or Abstract
 - Table of Contents
 - Page Numbers